Appendix V:
Part A: Required Work for Transactions with Restructuring Plans

1. Send Tenant Notices and hold meetings as specified in Chapter 3, Section 10, of this Guide. Consider and address tenant comments in the development of the Restructuring Plan.

2. Submit a Restructuring Plan Package (See Appendix L, of this Guide). The PAE should refer to the Guide on the preparation, presentation, and support for the conclusions of the Restructuring Plan Package. Deviations that do not violate the statute may be acceptable, but must be justified by the PAE in the Restructuring Plan Package. Deviations identified by the PAE or OMHAR as significant require OMHAR approval. Deviations from regulations may be approved but are subject to OMHAR's formal waiver approval process, which includes a publication in the Federal Register.

3. Complete the closing process and prepare a Closing File in accordance with Chapter 7 of this Guide.

4. Manage document distribution as specified in Chapter 8 of this Guide.

5. Maintain a Contract File in accordance with Appendix O.

6. Make appropriate inputs to OMHAR MIS as specified in this Guide.

Appendix V:
Part B: Required Work for Transactions without Restructuring Plans

1. Provide Notices to tenants and address and document tenant comments as specified in Chapter 10.

2. Complete a Credit File as described in Chapter 10. The PAE should refer to the Guide, Chapter 10, on the preparation, presentation, and support for the conclusions of the Credit File. Deviations that do not violate the statute may be acceptable, but must be justified by the PAE in the material submitted. Deviations identified by the PAE or OMHAR as significant require OMHAR approval. Deviations from regulations may be approved but are subject to OMHAR's formal waiver approval process, which includes a publication in the Federal Register.

3. Maintain a Contract File in accordance with Appendix O.

4. Make appropriate inputs to OMHAR MIS as specified in this Guide